



## COMMISSION MEETING

### INFORMATION

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**Date:** October 30, 2017

**To:** Port Commission

**From:** Brittany Williams, Manager of Properties and Marketing

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**SUBJECT: Harbor Square 3<sup>rd</sup> Quarter 2017 Report**

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Harbor Square Property Management:

**Accounting:**

- July - August revenue enclosed

**Leasing:**

7.4.2017	Office Space Email
7.11.2017	Office Space Email
7.14.2017	Office Space Email
7.27.2017	Call
7.25.2017	Call (Started lease)
8.1.2017	Office Space Email
8.5.2017	Office Space Email
8.10.2017	Call
9.5.2017	Call
9.12.2017	Call
9.19.2017	Call (Started lease)
9.21.2017	Office Space Email
9.27.2017	Call

**New Lease:**

Bldg. 3 12 months (\$4,785.48) non-commissionable

Bldg. 5 9-month addition to former lease (\$15,549.21) non-commissionable

Bldg. 2 MTM (\$576.04) non-commissionable

**Lease Extensions & Expansions:**

Bldg. 2 Tenant extended 12 months (\$8,572.80) non-commissionable  
Bldg. 4 Tenant extended 63 months (\$164,920.14) non-commissionable  
Bldg. 1 Tenant extended 12 months (\$24,389.16) non-commissionable  
Bldg. 2 Tenant extended 12 months (\$7,953.48) non-commissionable  
Bldg. 5 Short Term Storage – continues on MTM \$464.24 p/m, non-commissionable

**EOL:**

Bldg. 5 101 A-B Company changed ownership and started a new lease under Vesdavit

**Projects:**

- Power washing sidewalks.
- Removal of old signs in building three and four.
- Repainting of entry way wall in building three.
- Removal of shrub blocking view of oncoming cars in the building two parking lot.
- Major landscaping outside building four.

**Tenant Improvements:**

- Cleaning of Suite 204
- Painting and cleaning of B-6 Reception Desk

**Incidents:**

- Water leak at Maverick
- Fence damaged during break-in to Compass Courses boat yard via the Marsh walkway

**Conference Room Rental:**

- Four this quarter (8/16, 8/24, 8/25, 9/19)  
Revenue = \$250.00

<b>Month</b>	<b>Bldg.1</b>	<b>Bldg.2</b>	<b>Bldg.3</b>	<b>Bldg.4</b>	<b>Bldg.5</b>	<b>Hotel</b>	<b>HSAC</b>	<b>Other</b>	<b>TOTAL</b>
July	\$ 24,145.47	\$ 38,617.20	\$ 19,450.91	\$ 17,209.43	\$ 26,218.93	\$ 6,266.86	\$ 37,353.70	\$ 629.73	\$ 169,262.50
August	\$ 24,170.47	\$ 38,617.20	\$ 19,875.30	\$ 17,209.43	\$ 26,218.93	\$ 6,266.86	\$ 37,353.70	\$ 2,735.87	\$ 169,711.89
September	\$ 24,082.99	\$ 38,771.26	\$ 19,875.30	\$ 17,209.43	\$ 26,015.31	\$ 6,266.86	\$ 37,353.70	\$ 484.04	\$ 169,574.85
Occupancy									
				2017 Occupancy at end of quarter		93.20%	<b>2017</b>		\$ 508,549.24
				2016 Occupancy at end of quarter		87.39%	<b>2016</b>		\$443,592.57
							<b>variance</b>		\$ 64,956.67
							<b>% change</b>		14.64%